



**City of Lansing, Michigan
22nd Annual Mayor's
Neighborhood Advisory Board
2015-2016 Grant Program
Funding Request**



Twenty thousand (\$20,000.00) has been included in the **2015-2016** Grant Program Budget to be used by neighborhood groups for improvement projects that enhance their neighborhoods which there is no other funding. The Mayor's Neighborhood Advisory Board's (NAB) responsibility is to oversee the process and recommend to the Mayor projects benefiting neighborhoods and the amounts to be granted.

NOTE: Amount requested per grant for a single project cannot exceed \$650.00. A grant amount up to \$3,000 will be considered for a single project but cannot be joined with another project and/or group.

TIMETABLE

Mayor's grant kickoff meeting 6 p.m. at Foster Community Center Room 211, Lansing, MI 48912	Thursday, October 15, 2015
Preview of application, 6 p.m. Foster Community Center, Room 211	Thursday, December 3, 2015
Deadline for application submitted by 5 p.m. Andi Crawford, Neighborhood Resource Coordinator, at the Neighborhood Empowerment Center, 600 West Maple, Lansing, MI 48906	Friday, January 8, 2016
NAB Board meeting: Deliberation of grant applications, 6 p.m. Foster Community Center	Thursday, January 21, 2016 Thursday, February 18, 2016
Announcement of grants & funds available at 6 p.m. Foster Community Center, Room 211, Lansing, MI 48912	Thursday, April 21, 2016
Last date funds are available for pickup or forfeited by 5 p.m. at Andi's office (address above)	Thursday, May 19, 2016
Funds expended, project completed & final report submitted to Andi Crawford	Thursday, September 29, 2016

Application Availability

You are invited to attend the grant kickoff and pickup an application on Thursday, **October 15, 2015** or visit <http://www.cityoflansingmi.com> to download an application. Application will also be available at the Lansing City Hall Information Desk.

Who Qualifies to Apply

A neighborhood group is any organization of residents who live within a defined geographical area in the City of Lansing. The membership is committed to the general welfare of the neighborhood and operates according to democratic principles. Qualifying groups include neighborhood organizations/associations or neighborhood watches.

This may include other groups as long as they work through a neighborhood group in the same ward and their boundaries are connected or, the NAB will help find a partner. Contact a NAB Member.

See Page B

All applications must be completed successfully. Applicants must follow all Instructions and guidelines, or grants may be denied.

If you are not sure about the application, contact a NAB Board Member. See Page B.

IMPORTANT INSTRUCTIONS (READ CAREFULLY)

	INSTRUCTIONS	CHECK
1.	Complete an application about your project and submit to andi.crawford@lansingmi.gov , and; email, mail or fax the Signature Page (See Page 4) to the Mayor's Neighborhood Advisory Board, c/o Andi Crawford, Neighborhood Resource Coordinator, Neighborhood Empowerment Center, 600 West Maple, Lansing, Michigan 48906, or FAX: 517-372-1930 no later than 5 p.m. on Friday, January 8, 2016. 1. ELECTRONIC APPLICATIONS WILL BE ACCEPTED 2. LATE APPLICATIONS WILL NOT BE ACCEPTED 3. DO NOT TURN APPLICATIONS INTO THE MAYOR'S OFFICE	
2.	Computer generated applications are preferred, DO NOT alter the form.	
3.	All questions and requested information must be provided for a valid application. Use the checklist (Page C) and attach it to the front of the completed application.	
4.	Applications must be signed by a current elected officer of the organization	
5.	Grant applications can be pre-reviewed by the NAB, email to: <u>Andi Crawford</u>, andi.crawford@lansingmi.gov by Thursday, November 19, 2016 , or contact a NAB Member with questions.	
6.	A separate grant application is required for each single proposed project.	
7.	Attach a copy of bylaws, a set of minutes from their last meeting, and a list of current officers.	
8.	A maximum of two applications will be accepted. If applying for more than one grant, prioritize them.	
9.	If applying for a joint application/projects it will not exceed \$1,300 total	
10.	A single \$3,000 grant is not eligible for joint applications	
11.	Submit all permits and/or approvals required and attach copies to the application. Checks will not be issued without proper permits or approvals.	
12.	Funds must be spent, final reports completed, and any extension needed, must be filed by Thursday September 29, 2016 to be eligible for future grants.	
13.	Creative and innovative new projects are encouraged. Any portion of an identical project will not be funded for more than three years and groups should explore other funding sources.	
14.	Donated or volunteer labor and materials, including in-kind contributions are expected.	
15.	Obtaining any monetary help or other gifts are expected.	
16.	A bank account is required by all groups to receive grant funds. Make arrangements with Andi Crawford if organizations do not have an account. The NAB will not issue a check to an individual on behalf of a neighborhood organization.	
17.	Last date grant funds awarded must be picked up at the Neighborhood Empowerment Center, by Thursday, May 19, 2016, 5 p.m. or the award funds will be forfeited.	
18.	A commitment to work together on all projects completed by neighborhood partners and their members which may attract people to Lansing and build partnerships among all groups involved.	
19.	Each group can apply for one \$100 Stipend	

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Guidelines

This is the **22nd** Annual Mayor's Neighborhood Grant Program, and based on the experience of previous years, the NAB has set the following guidelines for applicants. **PLEASE READ CAREFULLY.**

This program gives higher priority and supports active neighborhood organizations in their development and achievement goals, projects, and encourages partnerships that benefit the community, family, youth, aging adults, and schools.

1. Three bids or written estimates are required for any item(s) costing more than \$250. One bid or written estimate is required for any item(s) costing less than \$250. **Original receipts** and a list of all items purchased are required in the final report at the conclusion of the project.
2. Final reports are due by Thursday, **September 29, 2016.**
3. Grant funds **cannot** be spent on labor costs which are considered as in-kind donations and must be spent on supplies.
4. Funds cannot be spent on commercial, private or rental properties, gift cards, and/or political or religious items.
5. Usage of unspent funds must be approved by the Neighborhood Advisory Board.
6. \$150 spending limit on food purchases for events. Other in-kind donations must be obtained.
7. Projects that require special services, such as but not limited to, equipment requiring licensed operation will be considered.
8. Primary grant project must be within their neighborhood boundaries.
9. Paying expenses for transportation is prohibited unless special transportation is required.
10. Traveling outside the corporate boundaries of Lansing shall be considered if the place is specific to the needs of the participants. (blind, physically challenged, etc.)
11. If there is a joint project and it exceeds the \$650.00 limit, each group must complete a separate application for partial funding and have signatures from both groups on each application.
12. If you are not a neighborhood organization you must partner with one closest to your boundaries.
13. All funds must be spent within the City of Lansing corporate boundaries

NEIGHBORHOOD ADVISORY BOARD MEMBERS 10 a.m. - 8 p.m.

Ward 1		Ward 2	
Name	Telephone #	Name	Telephone #
Lisa Levandowski	372-7802	Susan Curtis	887-1628
		Rick Kibbey	485-1154
Nancy Mahlow	372-3249		
Ward 3		Ward 4	
Name	Telephone #	Name	Telephone #
Ryan Earl	989-944-3239	Susan Dougherty	372-6946
Rosalinda Hernandez	887-7116, 230-3431	Rock Hudson	702-1703
Isa Solis	862-9017	Monica Zuchowski	908-0058
		Amanda Attipoe	402-5850
Staff: Andi Crawford 410-3904		Joe McDonald 517-702-4754 (office)	



**City of Lansing, Michigan
22nd Annual Mayor's
Neighborhood Advisory Board
2015-2016 Grant Program
Funding Request Checklist**



Organization Name: _____

Project Name: _____

THIS CHECKLIST MUST BE ATTACHED TO THE FRONT OF EACH GRANT APPLICATION

Before submission, please check to make sure the following is included:

- _____ 1. Submit a complete application and must be signed by a current organization officer
- _____ 2. Provide a complete list of names, titles, and contact information of the group's current officers.
- _____ 3. Attach one copy of the group's bylaws or an explanation of the organization and a set of minutes from their last meeting.
- _____ 4. Copies of permits and/or letter of agreement as required for this project.
- _____ 5. Itemized material cost. Item(s) costing less than \$250 require one bid or written estimate.
- _____ 6. Each item costing more than \$250 requires three bids or written estimates.
- _____ 7. All applications and Signature Page should be submitted by email if possible to andi.crawford@lansingmi.gov or fax: 517-372-1930 or mail to: Andi Crawford, Neighborhood Resource Coordinator, Neighborhood Empowerment Center, 600 West Maple, Lansing, Michigan 48906 **on or before 5 p.m., Friday, January 8, 2016.**
- _____ 8. When submitting more than one application, please prioritize and **See Page 1.**
- _____ 9. If applicable, submit a completed stipend request.

This information is required to assist the NAB to evaluate the proposal. If you have any questions, please contact one of the NAB members for assistance. **See Page B**

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**City of Lansing, Michigan
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2015-2016 Grant Program
Funding Request**



Organization: _____

Ward # _____

1. Project: _____

2. Grant amount requested from calculations (Page 2): \$ _____

3. Prioritize if submitting more than one application (circle one) 1 or 2

(Contact Person Submitting the Request)	(Contact Person Administering the Project)
Name/Title: _____	Name/Title: _____
Address: _____	Address: _____
Phone # and best time to call: _____	Phone # and best time to call: _____
E-mail Address: _____	E-mail Address: _____

PROJECT INFORMATION

1. Proposed Projects

a. In a sentence or two, describe your project and its purpose.

b. What specific benefit will the community or neighborhood gain by this project?

c. Is this a joint project with another organization? Yes___ No___ If yes, which?

2. Project Location and/or Information

a. Provide address or location in the neighborhood. _____

b. Who owns this property and is there a letter of agreement allowing this use? (attach)

c. If a permanent structure is built, who will assume ownership and maintain it?

d. If purchasing equipment, who will assume ownership, maintain, and/or store it?

e. Is project currently in existence, in process or successfully completed anywhere in the area? Yes___
No____. If so, how does this complement the existing project?

NOTE: TO HAVE A VALID APPLICATION ALL QUESTIONS AND PROPER DOCUMENTATION IS REQUIRED. Attach extra sheets if necessary.

1. List the street boundaries of the organization: _____

2. Does the organization have a checking or savings account for deposit? Yes____ No____

3. If no, please check whether funds will be handled by

_____ **FIDUCIARY**

4. Check information is required for processing and should be made payable to:

Organization: _____

Address: _____

Telephone and best time to call: _____

Contact Person: _____

5. ☐ Check if the project **will not** be completed by Thursday, **September 29, 2016** deadline and provide a reason the report will be late and date completed: _____

NOTE: Check(s) must be payable to an organization, not to an individual and no funds may be deposited in a personal account.

DESCRIPTION OF PAST ACTIVITIES

1. Briefly list the organization's accomplishments in the past two years.
2. Which activities were most effective?
3. How has the organization's activities improved the neighborhood?
4. Has the organization received other NAB grants within the last five years, and which had the biggest impact on the neighborhood or organization and why?

Project Name: _____

Complete the project budget chart and amounts:

Items to Purchase	Mayor's Grant Portion	Donated Portion
1.	\$	\$
2.	\$	\$
3.	\$	\$
4.	\$	\$
5.	\$	\$
6.	\$	\$
7.	\$	\$
8.	\$	\$
TOTALS:	\$	\$

GRANT TOTAL: \$ _____

DONATION TOTAL: \$ _____

PROJECT COST TOTAL: \$ _____

Has other project funding been applied and/or submitted?

***NOTE:** The amount requested per grant for a single project is limited to \$650.00
unless applying for the single \$3,000 grant.

Attach links of any Webpages for bids email them along with your Signature Page.

- 1.
- 2.
- 3.

Page 4 of 4
Signature Page

Your signature represents that all information provided on the grant application and Stipend Page is accurate to the best of your knowledge. You may email this page to: **Andi Crawford, at andi.crawford@lansingmi.gov; or mail to: Andi Crawford, Neighborhood Resource Coordinator, 600 West Maple, Lansing, MI 48906; or fax to: 372-1930** and it will be scanned and attached to your electronic grant application and/or Stipend Page.

The reason for scanning the Signature Page is for those who may not have the ability to provide an electronic signature.

We certify the information provided on the **2015-2016** Mayor's Neighborhood Grant application is correct.

Signature of Organization Officer

Co-Signature (if joint project)

Date: _____

Date: _____



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STIPEND Request**



Request for a \$100 Stipend can be used for a single event.

All original receipts for goods purchased must be submitted along with the Final Report to:

**Andi Crawford, Neighborhood Resource Coordinator, Neighborhood Empowerment Center,
600 West Maple, Lansing, Michigan 48906**, one week after the event or the extension date on
the full Stipend.

FINAL STIPEND REPORTS ARE DUE ON THURSDAY, September 29, 2016.

Ward #: _____

Organization: _____

Responsible Person: _____
(Please Print)

Address: _____

Telephone and best time to call: _____

E-mail: _____

Project: _____

Place/Location: _____ **Time:** _____

Benefit to the Neighborhood:

☐ Check if the project will not be completed by **Thursday, September 29, 2016** deadline,
and provide a reason and date the report will be completed:
_____.

Please make check payable to: _____

**NOTE: All checks must be payable to an organization, not to an individual. Funds may not
be deposited in a personal account.**



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FINAL REPORT**



DUE AT THE END OF THE PROJECT/EVENT

A Final Report showing all expenditures is due by **Thursday, September 29, 2016**, or at the end of the extension date which should include all original receipts showing expenses.

ORGANIZATION:

WARD:

PROJECT:

Contact Person Submitting the Request	Contact Person Administering the Project
Name/Title:	Name/Title:
Address:	Address:
Phone # and best time to call:	Phone # and best time to call:
Email:	Email:

GRANT AMOUNT:

STIPEND:

AMOUNT EXPENDED:

1. Date and location the project/event was held?
2. Number of participants and attendees:
3. Brief description of the project and/or event, any measurable outcomes, or organization growth:
4. Send Final Report and all original receipts to: Andi Crawford, NRC, Neighborhood Empowerment Center, 600 West Maple, Lansing, MI 48906.
5. Usage of unspent funds must be approved by the Neighborhood Advisory Board.

ATTACH ALL THAT APPLY:

1. **Include ALL original receipts for all purchases and/or services received.**
2. Copies of permits are necessary for the project (if applicable).
3. Photos of the project or activity if possible.

SIGNATURE OF ORG OFFICER

DATE

NOTE: It is the responsibility of the grant recipient to complete this report. An organization or group will not be eligible for future grants if a final report is not completed on time. Contact a NAB Member prior to any changes in expenditures.